

ON MY WAY PRE-K PROVIDER NEXT STEPS

January Provider

Webinar

Fiscal Policy and Payment Procedures







You have an incredible opportunity to participate in **Indiana's first** state-funded pre-k pilot **ON MY WAY PRE-K** and give low-income 4-year-olds the opportunity to experience high quality pre-k early learning experiences before they start kindergarten!

YOU ARE ENROLLED AND ACCEPTING CHILDREN...

it.com.



**On My Way PreK
Provider Application**



FSSA Office of Early Childhood and Out of School Learning

This page must be completed fully and submitted to the Office of Early Childhood and Out of School Learning prior to enrollment as an On My PreK approved program.

Organization Information:
Pre-K Program Name _____

Business Name or
School District Name (if applicable) _____

PreK Program Information
Address: _____

City _____

County _____

Phone number _____

Fax number _____

Email Address _____

Primary Contact Name _____

On My Way PreK Provider Application

Check your eligibility status:

☐ Licensed Home Paths to QUALITY Level 3 or Level 4
License # _____

☐ Licensed Center Paths to QUALITY Level 3 or Level 4
License # _____

☐ Registered Ministry Paths to QUALITY Level 3 or Level 4
Registration # _____

☐ Public School Pre-K Paths to QUALITY Level 3 or Level 4
Provider ID EX # _____

☐ Charter School Pre-K Paths to QUALITY Level 3 or Level 4
Provider ID # _____

☐ Private Accredited Pre-K
Name of Accrediting Body _____

Please attach proof of accreditation and proof that
accreditation includes the PreK classrooms.

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NOW WHAT CAN YOU EXPECT?

- How do I know if children have completed the process?
- What do I do with claim forms? What if I didn't receive claim forms?
- How much will I be paid?
- How will attendance be tracked?
- When do I complete the ISTAR-KR?
- What parent engagement activities are required?

HOW DO I KNOW IF CHILDREN HAVE COMPLETED THE PROCESS?

Providers will receive a copy of the “GRANT” once a family has completed the enrollment process with their local intake agent.

| State Of Indiana On My Way Pre-K Grant | |
|--|--|
| Family and Social Services Administration for the period 12/15/2014 through 8/14/2015 THIS IS A GRANT FOR PRE-K SERVICES | |
| Parent/Guardian: Hurt, Chad 123 Location Indpls IN 46404 County: Lake | Program: After School Program 7147 Kenny Ave Hammond IN 46323 County: Lake Phone: (219)937-7373 |
| Child: Hurt, Arthur Date Of Birth: 1/1/2010 | Mailing Address: 505 W. 56th Ave Merrillville IN 46410 |
| Case Number: 10091-1 | Type: Public School |
| Intake Agency: Geminus Corp./NWI CCDF Program Phone Number: (888) 757-1957 | |
| Grant Info | |
| Rate Type: Type B-1 | 1st Semester Installment: \$0.00 |
| Hours/Week: 20.00 | 2nd Semester Installment: \$1949.40 |
| Weeks/Year: 32 | Summer Installment: \$815.60 |
| Hours/Year: 640.0000 | Total Grant Amount: \$2565.00 |
| Signature: <i>Melanie Briggs</i> Date: 12/18/2014 | |
| Director, Office Of Early Childhood And Out of School Learning | |

INFORMATION USED TO DETERMINE PAYMENT AMOUNTS:

The information that you provide on the Provider information Page is entered in the State's Indiana Pre-K Information System (IPKIS). Information includes the number of hours per week, number of weeks and cost per child are entered.

| | | |
|------------------------------|----------------------------------|--|
| Program Start Date: | Program End Date: | Provider Cost per Child for a Program Year: |
| Pre-K Program Hrs Per Wk: | Pre-K Program Weeks Per Year: | Pre-K Program Days Offered: |

INFORMATION INCLUDED ON THE GRANT

State Of Indiana On My Way Pre-K Grant

Family and Social Services Administration
for the period 12/15/2014 through 8/14/2015
THIS IS A GRANT FOR PRE-K SERVICES

Parent/Guardian:

Hurt, Chad
123 Location
Indpls IN
46404

County: Lake

Child:

Hurt, Arthur
Date Of Birth: 1/1/2010

Case Number:

10091-1

Intake Agency:

Geminus Corp./NWI CCDF
Program
Phone Number: (888) 757-1957

Program:

After School Program
7147 Kenny Ave
Hammond IN
46323
County: Lake
Phone: (219)937-7373

Mailing Address:

505 W. 56th Ave
Merrillville IN
46410

Type:

Public School

Grant Info

Rate Type: Type B-1
Hours/Week: 20.00
Weeks/Year: 32
Hours/Year: 640.0000

| | |
|---------------------------|-----------|
| 1st Semester Installment: | \$0.00 |
| 2nd Semester Installment: | \$1949.40 |
| Summer Installment: | \$615.60 |
| Total Grant Amount: | \$2565.00 |

Signature: *Melanie Briggs*

Director, Office Of Early Childhood And Out of School Learning

Date: 12/18/2014

SCHEDULE OF INVOICES

The first invoices are scheduled to be run and sent to you on 02/06/2015. You will receive an invoice for any child enrolled at your program in the IPKIS system with a start date within the next month for the current or upcoming semester.

Invoices will be run on or shortly after the 15th of each month hereafter, you will only receive another invoice for the current semester if NEW children are enrolled.

PAYMENT PROCESS- OVERVIEW

- Step 1- you will receive an invoice and an enrollment statement from OECOSL via secure email.
- Step 2- you will review this information carefully. If it is correct, you will sign the invoice and return it to FSSA Administrative Services through email or regular mail following the directions included in the email.
- Step 3- if the information on your invoice is not correct, you will notify OECOSL, Megan Rhea, at the contact information included in the email right away
- Step 4- once the signed invoice is returned to OECOSL, it will be processed through the State Auditor's office and you can expect payment, via direct deposit, approximately 35 days later

ENCRYPTED EMAIL

You will receive an encrypted email message at the email address you entered on your On My Way Pre-K provider application. The encrypted message will look something like this:

From PreK@fssa.in.gov

To: <youremail@youremail.com>

Subject line: On My Way Pre-K Invoice

Message: PreK@fssa.in.gov has created a secure e-mail message for you at:

<https://certifiedmail.in.gov/1.aspx?l=en-us>

OPEN EMAIL INSTRUCTIONS

- To open the email, click on:

[https://certifiedmail.in.gov/l.aspx?l=en-us.](https://certifiedmail.in.gov/l.aspx?l=en-us)



- If you do not currently have a Certified Mail account, you will be prompted to create a new password.
- The Certified Mail screen that opens will look like this:



COPY OF SECURE EMAIL

← → ↻ **State of Indiana [US]** <https://certifiedmail.in.gov/r2.aspx?b=16&e=greatandini>

INDIANA OFFICE OF TECHNOLOGY

Home

Secure Message Pickup

Simply create a password to protect your account.

▼ Create a Password

New Password:

Verify New Password:

Score:

0%

Complexity: Too Short

Password Requirements

- Minimum 8 characters in length.
- Must contain 4 of the following items:
 - Uppercase Letters
 - Lowercase Letters
 - Numbers
 - Symbols

Next

IF YOU ALREADY HAVE A CERTIFIED MAIL ACCOUNT, A SCREEN LIKE THE ONE BELOW WILL OPEN:



The screenshot shows a web browser window with the address bar displaying "State of Indiana [US]" and the URL "https://certifiedmail.in.gov/l.aspx?l=en-us". The page header features the "INDIANA OFFICE OF TECHNOLOGY" logo. Below the header is a blue navigation bar with the "Home" link. The main content area is titled "Login" and includes the text: "Upon successful login, you can access your account to send and track your messages." A "Secure Member Login" section contains a form with the following elements:

- A prompt: "Please enter your UserID or Email Address and Password."
- A text input field for "UserID or Email Address" containing the placeholder "yourmail@yourmail.com".
- A text input field for "Password".
- An "Enter" button next to the password field.
- A checkbox labeled "Remember UserID".

Below the login form, there is a link: "Not sure what your password is? Click [HERE](#) to reset your password."

At the bottom of the page, a "Security Status" message states: "Login is secured by an encrypted link (SSL) to our server." The footer includes the text "Powered by DataMotion" next to a small logo.

WHAT TO DO TO SUBMIT YOUR CLAIM:

Attached to the email you will find an invoice and an Enrollment report.

1. **Print out the invoice.** Where it says “Program/Vendor,” fill out the name of the authorized signer, sign and date it.
2. **Then submit the Claim** one of the following two ways:

Mail to:

FSSA Administrative Services

PO Box 28

Indianapolis, IN 46206-0028

OR

Scan a signed copy of the invoice and email the scanned version to:

ClaimsInfo@fssa.in.gov

SAMPLE INVOICE/ENROLLMENT

Service Period: 1/1/2015-1/23/2015

| |
|---|
| Program/Vendor Information |
| Facility Number: 19999 Bob's Day Care 29 Main St. Indianapolis, IN 46205 |
| Vendor ID: EIN: 3599999999 Phone Number: (317) 555-5555 Email: bob@bobsdaycare.net |

FSSA Administrative Services
PO Box 28
Indianapolis, IN 46206-0028
ClaimsInfo@fssa.in.gov

| Entity | Name (Printed) | Signature | Date |
|-----------------|---------------------------|-----------|------|
| Program/Vendor | Please sign and date here | | |
| OECOSL | | | |
| OECOSL | | | |
| FSSA Controller | | | |



Print Date: 1/23/2016

Page 1 of 1

CLAIM HELP:

For questions about the invoice or the enrollment form contact Megan Rhea:

317.234-8388 or Megan.Rhea@fssa.in.gov

For questions about submitting a claim:

317.253.4465 or ClaimsInfo@fssa.in.gov

ATTENDANCE

- You must keep accurate written attendance records for all On My Way Pre-K enrolled children.
- The provider agreement that you signed and the Family Agreement that grantees signed, requires that children attend 85% of the days that pre-k is offered.
- Children's regular attendance is essential to school readiness. Additionally, the habits that are established in early childhood will continue throughout the child's academic career.
- OECOSL in collaboration with Purdue University (evaluator) is working towards the implementation of an electronic attendance system that will streamline your record keeping as well as facilitate the longitudinal study efforts.
- Providers agree to enforce minimum attendance requirements of at least 85% of the days pre-k is offered for On My Way Pre-K enrolled children. Families who fail to meet this attendance requirement may be in jeopardy of losing their grant. This is a great place to implement family engagement activities to promote the understanding of the importance of regular attendance.

ISTAR-KR

ISTAR-KR (Indiana Standards Tool for Alternate Reporting of Kindergarten Readiness) is to measure skills in children from infancy to kindergarten.

ISTAR-KR is a web-based instrument rated by teachers based on their ongoing observations of children engaged in typical daily routines and activities. **It is available to all public schools and private early childhood education programs throughout Indiana at no cost.** Assessment results from *ISTAR-KR* can be used to determine which skills a child has mastered and to identify the skills a student needs to learn next.

On My Way Pre-K programs will complete an *ISTAR-KR* assessment a minimum of twice per year— at entrance and exit of the program. This data will be used to demonstrate a child's developmental growth over the pre-k program and an increase in school readiness.

It is best practice to complete additional assessments throughout the year as these assessments are extremely valuable for individualized lesson planning, measuring each child's progress and in assisting each child achieve school readiness.

ISTAR-KR SET UP



Preschool program director requests/receives:

1. School Creation Form (program # assigned)

**This form is submitted to Audrey Carnahan/Erin Kissling
(acarnahan@doe.in.gov/ekissling@doe.in.gov)**

1. Employee Roster (return to istarkr@doe.in.gov)
2. Student Roster & Parent Consents (**student roster and parent consents are returned together to istarkr@doe.in.gov**)
3. Learning Connection Set-up – must respond to NO REPLY email to activate (to access your ISTAR caseload list/apps tab)

THE INDIANA EARLY CHILDHOOD PARENT AND FAMILY ENGAGEMENT FRAMEWORK

In Indiana, Parent and Family Engagement is defined as:

- Families actively supporting their children's learning and development, and sharing the responsibility with early care and education providers who are committed to engaging with families in meaningful, culturally respectful ways.
- Continuous across a child's life, beginning in infancy and extending through college and career preparation programs
- Occurring across the various early care and learning settings where children play and grow.

To that end, parent and family engagement practices must be initiated, implemented and supported by key elements with clear goals in mind. Indiana's Parent and Family Engagement Framework articulates seven goals that define parent and family engagement initiatives and describes practices of early care and education providers.

SCHOOL READINESS OUTCOMES

KEY ELEMENTS

Environment
Family Partnerships
Teaching & Learning
Community Partnerships
Professional Development
Leadership
Continuous Improvement

+

GOALS

Support Parents and Families as Child's First Teacher(s)
Promote Family Well Being
Promote Positive Parent, Family and Child Relationships
Support Educational Aspirations of the Family
Support Engagement in Transition
Connect Parents and Family to Peers and Community
Create Leaders and Child Advocates

=

SCHOOL READINESS OUTCOMES

HELP IS AVAILABLE...

The Office of Early Childhood and Out of School Learning in partnership with Early Learning Indiana are providing funding through the Indiana Association for Child Care Resource and Referral to award grants to help support the successful implementation of On My Way Pre-K!

These grants are available for programs to apply for equipment, resources and support to enhance the quality of their program, to increase capacity or to reach the provider eligibility criteria-Level 3 or Level 4 in Paths to QUALITY™ and/or national prek accreditation.

Grant amounts are available in 3 tiers up to \$30,000. Applications and information available at www.onmywayprek.org .
Application due date: **FEBRUARY 15, 2015!**

WWW.ONMYWAYPREK.ORG

The screenshot shows the Indiana.gov website with the Family and Social Services Administration (FSSA) section. The breadcrumb trail reads: [FSSA Home](#) > [Pre-K Pilot Program](#) > [On My Way Pre-K Home](#). The main heading is "ON MY WAY PRE-K HOME" with a logo featuring a star and the text "On My Way Pre-K Search". Below the heading are two links: [Information for Families](#) and [Information for Providers](#). A blue arrow points from the text "Click here" to the "Information for Providers" link. The left sidebar contains sections for "FSSA HOME", "PROGRAMS & SERVICES", and "RESOURCES". The right sidebar includes "Report Fraud", "Online Services", and "Top FAQs".

IN.gov A State that Works FSSA Search

GOVERNOR MIKE PENCE

Text Find an Agency Find a Person Account Center Online Services FAQs Help A A A+

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Family and Social Services Administration Expand / Collapse

[FSSA Home](#) > [Pre-K Pilot Program](#) > [On My Way Pre-K Home](#)

ON MY WAY PRE-K HOME

[Information for Families](#) [Information for Providers](#)

FSSA HOME

- About FSSA
- Employment Opportunities

PROGRAMS & SERVICES

- Aging Services
- Disability Services
- Early Learning/Child Care
- Family Resources
- Mental Health & Addiction
- Medicaid / Health Plans

RESOURCES

- FSSA Reference Guide
- Pre-K Pilot Program
- 2014 Medicaid Disability Eligibility Changes
- Balancing Incentive Program

Report Fraud

Online Services

- Find Child Care
- Apply for Services
- Division of Family Resources Enrollment Centers
- Forms IN.gov

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- How do I know if I qualify for Medicaid (health coverage), SNAP (food assistance) or TANF (cash assistance) before I complete the application process?
- What home and community-based supports are available?

WHAT ADDITIONAL QUESTIONS DO YOU HAVE??



CONTACTS:

Melanie Brizzi:

Melanie.Brizzi@fssa.in.gov

Beth Barrett:

Beth.Barrett@fssa.in.gov

Phone: 317-234-8882

Fax: 317-237-6905

Website:

<http://www.in.gov/fssa/carefinder/4899.htm>

